

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY

Office Assistant
Human Resources Division

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: **Candidates on exam list**

Location: Hartford, CT

Job Posting No: TH82805CO

Hours: 34 hours per week (Part Time)

Salary: CA 13 / \$33,575.00 - \$45,187.00 (Annually)

Closing Date: October 28, 2014

The Department of Children and Families is recruiting for an Office Assistant within the Human Resources Division. This position is part time, 34 hours per week.

Eligibility Requirement: **Candidates must have applied for and passed the Office Assistant exam and be on a current certification list promulgated by the Department of Administrative Services for this classification at the time of appointment to this position. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for a lateral transfer.**

Examples of Duties: TYPING: Types a variety of materials in relation to other duties or as assigned; enters and retrieves data on personal computers and computer terminals. FILING: Sets up and maintains office procedures, filing and indexing systems and forms for own use. CORRESPONDENCE: Composes routine correspondence. REPORT WRITING: Compiles and generates recurrent technical, statistical or financial reports requiring judgment in the selection and presentation of data (format). INTERPERSONAL: Provides general information and referral services in response to citizen complaints or questions regarding an agency's services or authority; responds to inquiries from other work units or departments/agencies; applies agency policies and state statutes and regulations in determining case status or responding to requests for procedural assistance; may lead lower level employees in carrying out assigned clerical functions. PROCESSING: Maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; processes a variety of documents in determining routine case status; exercises discretion in choosing appropriate follow through procedures within defined guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures, verifying information through use of internal resources and contacts with sender and other work units and soliciting additional information as required by phone or form letter; processes purchase requisitions/purchase orders for subsequent action; prepares payment lists and billing invoices; receives shipments of materials and matches/verifies shipment or billing invoices against original purchase orders; maintains billing control cards, files, journals or account ledgers by posting credits, expenditures, interest, etc.; figures payments, costs, discounts and adjustments using prescribed methods and formulas; receives monies in various forms such as cash, checks and money orders and prepares for deposit; maintains inventory and orders supplies; uses a variety of automated equipment to perform job functions; performs related duties as required.

General Knowledge: Knowledge of office systems and procedures including proper telephone usage and filing; oral and written communication skills; skill in performing arithmetical computations; basic interpersonal skills; ability to perform a full range of clerical tasks; ability to operate office equipment which includes personal computers, computer terminals and other electronic automated equipment; ability to operate office suite software; ability to schedule and prioritize workflow; ability to read and interpret complex instructions.

General Experience: Two (2) years' general clerical work experience. **Substitution Allowed:** College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling six (6) months of experience.

Preferred Experience: Reception experience, exceptional customer service skills, and CORE CT experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, three (3) SUPERVISORY references (current state employees please provide last two Service Ratings in lieu of references) and an Application for Employment (CT-HR12) to the address below. Please reference Job Posting # TH82805CO. Application material can be faxed to (860) 550-6433.

DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET, HUMAN RESOURCES, 8TH FLOOR, HARTFORD, CT 06106
Attention: Taneisha Hancel

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.